



STATE PROCUREMENT OFFICE
NOTICE OF REQUEST FOR EXEMPTION
FROM HRS CHAPTER 103D

'12 FEB 23 A9:55

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Health-Developmental Disabilities Division
Name of Requesting Department

SUBJECT: Request for Exemption

Pursuant to HRS §103D-102(b)(4) and HAR Chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods, services or construction.

Provide continued project coordination for an additional two-month extension award to manage the activities of the Transition Grant awarded to Developmental Disabilities Division (DDD) through the federally-funded Mental Health Transformation State Incentive Grant. The service provided is planning and logistical support for intensive team-development training, supervisory/case management trainings and cross-system training related to clinical decision-support tools and practice guidelines to identify, assess and treat individuals with co-occurring mental illnesses and intellectual or developmental disabilities; to identify and recruit team members for the intensive interdisciplinary team for intensive training; to engage cross-system partners for the training to enhance medical community capacities for assessment and treatment of individuals with co-occurring issues, to provide logistical support for nurses in DDD to attend a conference to explore national certification through the Developmental Disabilities Nurses Association; and to address evaluation and grant reporting requirements at the end of the grant period.

2. Vendor/Contractor Name :	Robyn Ponsiano	3. Amount of Request:
		\$ 10,000
4. Term of Contract:	From: Apr-12 To: 31-May-12	5. Prior Exemption Reference No.: NA

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

The federally-funded grant was initially awarded for implementation from September 2011 to March 2012 to provide training, decision-support tool development, & information dissemination, and project coordination was procured through a small purchase for goods and services at that time. The additional award was not anticipated at the onset of the grant, or project coordination for the total project would have been procured at that time. In January 2012, an additional award was made to expand the scope of the grant to include the broadened activities described above. The contractor has been trained in all aspects of project implementation, and is managing the activities of the grant that will result in implementation of the scope required. In order to preserve continuity of activities that have occurred to date, and in order to ensure successful implementation within the constraints of the timelines required, it is not advantageous for the Department to secure a new vendor for project coordination for the two month period of the grant extension.

7. In selecting the vendor/contractor, explain in detail, the process the department will utilize to maximize fair and open competition:

There is no reason to believe that any other entity besides the Contractor could provide as timely, cost-effective, or specialized coordination skills that are required through this two-month grant extension period. In the initial procurement for Project Coordination an extensive search was conducted and the current Project Coordinator was selected as the only Contractor able to perform the scope as the other quotes included one submitted for double the cost of the current Contractor and without the entire skillset needed, and one only able to address a narrow portion of the scope. The current Contractor possesses the expertise, skills and ability to provide the seamless implementation needed for the last two months of the grant that is not available to Department through other means given the time frame required by the grant, and the continuity required for continued implementation of ongoing project activities.

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process and has completed mandatory training. (Type over "example" and delete cells not used)

Name of Department Personnel	Division/Agency	Phone Number	e-mail address
Christie Ferreira, PHAO	DDD/DOH	587-6043	christie.ferreira@doh.hawaii.gov

9. The department shall ensure adherence to applicable administrative and statutory requirements, and all requirements, approvals, and internal controls for this request are the responsibility of the department.

I certify that the information provided above is, to the best of my knowledge, true and correct.

Department Head Signature

Date

2/23/12

For Chief Procurement Officer Use Only

Date Notice Posted

2/24/12

Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from date notice posted to:

Chief Procurement Officer
State Procurement Office P.O.
Box 119 Honolulu, Hawaii
96810-0119

10. Chief Procurement Officer (CPO) Comments:

Request is disapproved as vendor is not compliant with HRS §103D-310(c) and HAR §3-122-112 (i.e. vendor must be compliant on the Hawaii Compliance Express [HCE]). Upon verification of vendor compliance, department may attach a memo to this request, along with a copy of HCE certificate requesting CPO approval.

If there are any questions, please contact Kevin Takaesu at 586-0568, or kevin.s.takaesu@hawaii.gov.

☐ Approved

☒ Disapproved

☐ No Action Required

Chief Procurement Officer Signature

Date

3/22/2012